

# Budget Revision Instructions

## Purpose

A budget revision moves budget authority (expenditure, revenue, or both) between funds, orgs, accounts, program codes, or any combination of these. The net effect of any budget revision is to increase budget authority in one account while decreasing it in another. A budget revision is only necessary when moving budget authority.

## Requirements

- All budget revisions must net to zero.  
The lone exception to this requirement is when requesting additional budget authority. We refer to these requests as “one-sided budget revisions.” An example would be when requesting additional expense & revenue authority because of excess fees or indirect earned.
- When transferring expense budget between program functions (Instruction to Academic Support, etc.) or between departments/colleges, budget in 9210 must be moved as well.
- Fill out all non-shaded blocks of the first accounting line on the budget form completely.
  - Subsequent lines of accounting that do not change from the directly preceding line (fund, org, and acct code fields) may be left blank.
  - Enter any accounting field that changes from one line to the next.
  - Complete all PCN fields as specified in the “Position Number” field description below.
- You may leave blank lines on the form in order to group transactions into sets, if needed.

## Instructions

**Prepared By** – Enter the name of the individual who prepared the budget revision.

**Authorized By** - This is the name of the person the UAA Budget Office should contact in the event of questions. They have signature authority per the signature card.

**Doc No** – Do not complete, the number will be assigned by the UAA Budget Office.

**Total Dollars** – Field will auto calculate. It is the document total regardless of +/- symbols.

**Description** – Summarize, in narrative format, the goal/intent of the actions requested.

**Fund Code** – Enter the fund #.

**Org Code** – Enter the org #.

**Acct Code** – Enter the budget account code.

- Budget account codes (1001, 2001, 3001, 4001, 5001, etc.).
- Labor budget account codes are 1101-1671 & 1970
- When transferring Regular PCN labor the benefit budget must be moved as well.
- Specific revenue accounts where revenue is expected to be earned.
- Do not use expense account codes for non-payroll budget transfers.

**Program Code** – No need to enter the program code unless processing a program code mismatch.

**Position Number** – Enter the Position Control Number (PCN) associated with labor budget in account codes 1101 through 1501. The PCN is a six-digit number starting with 3 and identifies a specific regular position at the university.

**Transaction Amount** – For both expenditure and revenue lines, enter increases as a positive number and decreases as a negative number.

## Submission

Email excel spreadsheet or scanned budget revisions to [uaa\\_budget@uaa.alaska.edu](mailto:uaa_budget@uaa.alaska.edu)